

**Town of Brookline
Human Resources Office
333 Washington Street
Brookline, MA 02445**

E M P L O Y M E N T O P P O R T U N I T Y

**Tobacco Public Policy Program Coordinator
Five Community Collaborative
(Arlington, Belmont, Brookline, Newton and Watertown)**

The Program Coordinator position is a 25-30 hour per week position that is dependent upon continued yearly funding of a grant from the Massachusetts Department of Public Health. The Coordinator will be responsible for the overall operations of the Five Community Collaborative, and will work in and be supervised by the Brookline Department of Public Health. The Coordinator will develop and implement tobacco control policy work plans for the five communities including policy work plans for the five communities, including enforcement and merchant and community education; ensure timely submission of all Collaborative reports, including submitting programmatic and fiscal reports to the Massachusetts Department of Public Health; coordinate and provide merchant and accompanying community education regarding minor access and second hand smoke exposure issues; recruit and train youth for compliance checks and coordinate and conduct tobacco control youth access tobacco compliance checks in five communities including timely reporting of results. May be required to attend events/meetings outside standard working hours. Bachelor's Degree in Public Health, Public Policy or related field, and experience working with health issues, community-based programs and local government with knowledge of tobacco preferred. Excellent verbal and written communication skills and computer proficiency required, along with a valid driver's license. Starting salary \$25.00 per hour and benefits offered.

Resume and Cover Letter by April 9, 2015 to:

BrooklineJobs@BrooklineMA.gov

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